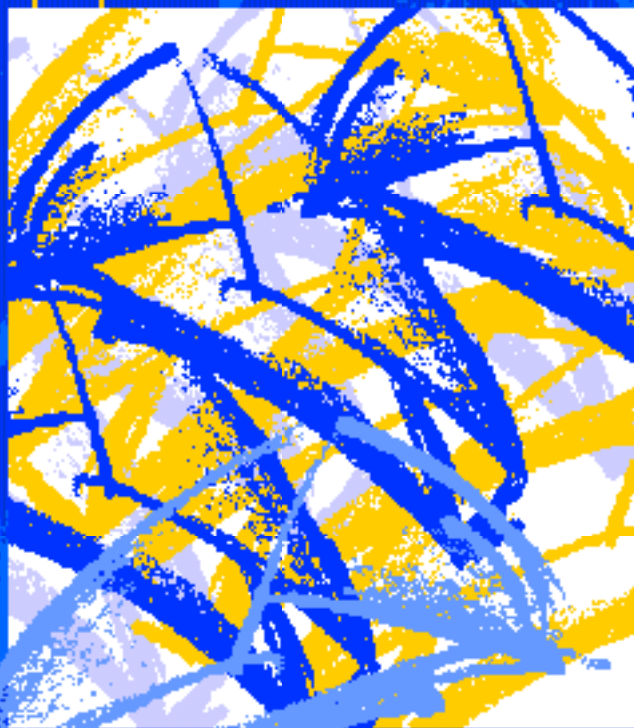




Department of Employment,
Education, Training and
Youth Affairs

An easy job application



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HOW TO GO ABOUT
WRITING A LETTER
FOR A JOB

WRITING A JOB APPLICATION

Your job application is the first contact you will have with an employer. An employer will use it to help decide if you are OK for the job and if they will give you an interview.

It is important to take time and care with your application to make it look good and to make sure that all the information is clear and easy to read.

Make sure you use a piece of paper the size of this leaflet when opened up (that's A4 size).

APPLICATION LETTER

There are many ways to write a letter for a job. Here is one way. Your address, phone number and the date must be on the letter. Always address the letter to the person named in the ad. If no name has been mentioned write Sir/Madam. When you write the letter put in the following information.

CONTENTS

- Refer to the job and where and when you saw the job advertised.
- Put in any information about work you have done before. If you have worked in a job like the one advertised put that in.
- Give your telephone number to close your letter.
- Close your letter by saying how suitable you are for the job.

If you start your letter with 'Dear Sir/Madam' always end the letter with 'Yours faithfully'. If you start with a person's name end with 'Yours sincerely'.

Then sign your name and print your name underneath your signature.

A FULL COPY OF A LETTER FOLLOWS.

6 Potts Street
FERNWAY SA 5212
3 March 1998
(3 Spaces)

The Manager
Globox Industries
2 Buckle Road
MOONGLOW SA 5717
(3 spaces)

Dear Sir/Madam
(1 space)

I am applying for the position of clerk that was advertised in the Border Morning Herald on 27 February 1998.
(1 space)

I have completed a 10 week course in business studies with Anderson Business College and am currently doing clerical work experience in the Accounts Section of the ColeMart Store in Fernway. I am keen to find a full-time clerical position.
(1 Space)

In December 1996 I worked as a sales assistant in Manson's Hardware Store for two months. Mansods employed me again as an accounts clerk during their busy period in December 1997.
(1 space)

My résumé is enclosed.
(1 Space)

I am confident my skills, previous work experience and school studies will enable me to perform the duties of the position well and I am available to attend an interview at a time convenient to you. I may be contacted by telephoning (08) 8777 9999
(1 space)

Yours faithfully
(6 spaces)

Jo Citizen

Jo Cifizen

PLEASE KEEP THIS FOR FUTURE USE

ALWAYS REMEMBER

- Before writing an application, find out as much as you can about the job.
- Plan what you want to put in your application.
- Write it as many times as you want until you get it JUST RIGHT.
- Watch out for spelling mistakes and watch your grammar. Get someone to check it for mistakes.
- Write neatly, get it typed if you can.
- Make sure you use clean white 'A4' size paper.
- Always send copies of everything except the application letter.
- Always tell the people who wrote you a reference that you are being interviewed, before you go to it.
- Always keep a copy of your application.
- Make a number of copies of your résumé and send one off each time you apply for a job.
- Keep your résumé up to date.

There is a lot of other job search information you can get to help you. If you need any extra help finding this information contact your local Centrelink office (ph: 13 2490 for location details) or Rural Youth Information Service (RYIS)- your local council or Centrelink can give you details.